

Information Request for Architecture Design Services

Date: **[Insert Date]**

To: **[Recipient's Name]**

Company: **[Recipient's Company]**

Address: **[Recipient's Address]**

Dear **[Recipient's Name]**,

I hope this message finds you well. I am writing to request more information regarding your architecture design services. Our organization, **[Your Organization's Name]**, is currently exploring options for our upcoming project and would like to gather more details about your offerings.

Specifically, we would appreciate information on the following:

- Scope of services provided
- Design process and timeline
- Portfolio of past projects
- Pricing structure
- Availability for consultations

Please feel free to reach out via email or phone at your earliest convenience. We are looking forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]